

The University of Texas at El Paso

Department of Communication

COMM 4300: Internship

Spring 2015

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Office hours: MW 10:30-1:00 PM
TR 3:00- 5:00 PM
Or by appointment

About the Course:

The Internship course provides an opportunity for students to gain exposure and practical experience in their chosen field of study. Students must secure an internship position and get it approved by the internship instructor prior to registering in COMM 4300.

Course Learning Objectives:

Students will:

- Apply classroom knowledge to real-world professional situations
- Develop a stronger understanding of their chosen field of study, industry and/or profession
- Develop reflection papers that discuss the overall internship experience

Course Methodology and Requirements:

- Students will spend most of their time at their internship location
- Students need to fill out the internship agreement form, waiver and provide a letter of acceptance.
- Students will write two (midterm and final) reflection papers about their activities internship experience
- Students supervisor's will provide two (mid-term and final) evaluations

Grading:

- Students will demonstrate their skills and knowledge by successfully fulfilling the assignments required to pass this course.
- **Internship agreement, letter of acceptance and waiver form** **100 Points**
- **Midterm reflection paper (2-3 pages)** **200 points**
- **Final reflection paper (2-3 pages)** **200 points**
- **Midterm evaluation** **250 points**
- **Final evaluation** **250 points**

A= 1000-900 points
B= 899-800 points
C= 799-700 points
D= 600-699 points
F= 599 points and below

Calendar and Due Dates

- **Internship agreement, letter of acceptance and waiver form** **Feb 4th**
- **Midterm reflection paper (2-3 pages)** **March 18th**
- **Midterm evaluation** **March 18th**
- **Final reflection paper (2-3 pages)** **May 6th**
- **Final evaluation** **May 6th**

Letter of Acceptance

The letter of acceptance should be written by your internship supervisor and provide the following information:

- Internship Title (ex: production intern, editing intern, social media intern, etc.)
- Description of intern's responsibilities/tasks
- Number of internship hours per week
- Duration of internship (ex: Spring 2015, January 15 –May 15 2015, etc.)
- If internship is paid or unpaid

Mid-term and Final Reflection Paper

(3-4 pages)

- For these assignments you will reflect on the different classroom concepts that you have applied to your internship position.
- Describe how the knowledge, skills, experience you have gained through your internship to this date (mid-term and final due dates) can help you become a more competitive professional in your field

- Please provide 3 specific examples directly related to how you can apply the knowledge learned in your internship to your chosen professional/academic life.
- Provide a strong conclusion to your document, make sure it flows and proper transitions are applied.
- Use proper citations where applicable.
- Use font 12, double space, times new roman

Please submit all assignments on **hard copy (not email) to my mailbox in cotton 201 by 4:30 PM on the due date.**

Have a great learning experience!